

**Job Location:** 1052 S. Highway 92, Dandridge, Tennessee 37725

## **ASSOCIATE COUNSEL**

The Department's mission is to build strong families by connecting Tennesseans to employment, education and support services. Our vision is to revolutionize the customer experience through innovation and a seamless network of services.

This staff attorney will be responsible for conducting litigation and legal research in programmatic areas, primarily to include the child support program for the Tennessee Department of Human Services. This position is Executive Service, and located in Dandridge, Tennessee. However, travel to the four (4) counties in the Fourth Judicial District for court will be required. These counties include Cocke, Grainger, Jefferson, and Sevier counties.

### **Position Responsibilities:**

- Represents the Department in all aspects of child support litigation in the Fourth Judicial District. Performs other legal duties as assigned. .
- Consults with program staff regarding legal issues for child support services.
- Conducts litigation as necessary in both administrative and trial level court forums, including Juvenile, Circuit and Chancery Courts.
- Works independently to manage a heavy case load and meet applicable deadlines.
- Collaborates with staff, clerks, courts and other community partners in a positive and productive manner.
- Participates in training programs as assigned.

### **Position Requirements:**

- Valid Tennessee law license and driver's license.
- Three (3) to five (5) years of continuous litigation experience required
- Excellent research and writing skills
- Proficient in use of Microsoft Word and Excel
- Candidate must be able to work cooperatively with Department program staff in diverse areas and flexible to work extra hours and days as necessary
- Candidate must be willing to travel (throughout the 4<sup>th</sup> Judicial District on a regular basis and occasionally to other locations in the state of Tennessee)
- Ability to make timely and effective decisions in keeping with the goals and mission of the Department.
- No prior or pending disciplinary actions with the Tennessee Board of Professional Responsibility.

Attorney 3-Assistant General Counsel

*DHS value Proposition: High Performance· Collaboration· Continuous Improvement· A Shared Vision· Customer-Centered Solutions*

## Competencies:

- Customer Focus
- Integrity and Trust
- Priority Setting/Time Management
- Presentation Skills
- Dealing with Ambiguity

## Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

### How to Apply:

- Please submit resume, legal writing sample, three professional references and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by August 2, 2019. All email submissions must include in the subject line: Attorney 3 – Assistant General Counsel
- **Target Salary:** \$60,000 - annually. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer. Applicants may be subject to background check.

### This position is not designated with flexible work options.

This position is not currently designated AWS- Alternative Workplace Solution. Any position, however, could ultimately be designated as (AWS), work from home, mobile work or free address.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*

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